



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

September 12, 2008

To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

TREASURER – TAX COLLECTOR MANAGEMENT PROMOTION EXCEEDING 10 PERCENT

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we have reviewed and recommend Board approval of the Treasurer – Tax Collector's request to appoint Ms. Elizabeth Ginsberg to the position of Operations Chief with a salary of \$9,062.78 monthly and/or \$108,753.36 annually. The requested salary would place Ms. Ginsberg on Step 5 in Range S-12 and would provide her a 13.42 percent increase over her current base salary of \$7,990.36 monthly and/or \$95,884.32 annually.

Ms. Ginsberg has been functioning as the Assistant Operations Chief, TTC in the Investment Accounting / Special Projects Section of the Internal Control Division. Her responsibilities include directing the day-to-day operations of the Investment Accounting and Compliance Unit. This Unit ensures the Treasurer's Investment Office complies with the Treasurer's Board of Supervisors' approved Investment Policy and prepares reports to the Board of Supervisors and the County's Treasury Oversight Committee. For the Special Projects Section, Ms. Ginsberg managed the Transient Occupancy Tax audit program and issued refunds to property owners in Malibu related to County Improvement Bonds.

Ms. Ginsberg also played an integral role in the formation and execution of the Treasurer's Business Continuity Plan (BCP). She prioritized the most critical Treasury functions to maintain if an emergency was to occur, developed written desk procedures for users in emergency situations, and cross-trained staff on those procedures.

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Based upon this information, we recommend that the Department's request be approved. In accordance with the policy on managerial salaries, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by September 26, 2008 we will authorize the Department to proceed with this appointment.

Please contact Ellen Sandt at (213) 974-1186 if you have any questions or need additional information regarding this matter.

WTF:ES
GS:lm:ef

c: Executive Officer, Board of Supervisors
Treasurer-Tax Collector